4600 Gifts
Volunteer Application 2022

Please read and refer to the volunteer job description when completing your application.

**About You**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Are you over 18? |  |
| Address |  | Postcode |  |
| Email |  | Phone  |  |

**Please tell us which volunteer role(s) you are interested in?**
(See role descriptions on the accompanying sheet)

|  |  |
| --- | --- |
| Role | Rank |
| Creative Planners |  |
| Creative Connectors  |  |
| Creative Planners/connectors (Mobile) |  |
| Creative Documenters  |  |
| Social Media Digital Ambassadors |  |
| Stewards April 9th & 10th |  |
| Stewards May 14th, 15th, 16th  |  |

**At which times of the week can you normally volunteer?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| (please tick which days you are available) | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
| **AM** (8.00-1.00pm) |  |  |  |  |  |  |  |
| **PM** (1.00pm - 6.00pm) |  |  |  |  |  |  |  |

**How many hours a week would you be willing to commit to this project as a volunteer?** Please provide an indication below. We envisage that one session would be approximately 4 hours. This provides us with a guide to our planning and is not intended as a confirmed commitment from you at this stage.

Up to 4 hours [ ]
4-8 hours/week [ ]

8-12 hours/week [ ]

12+ hours/week [ ]

Please indicate which team you are available for, one or both (these timings are a rough guide to our activity) if your availability is different, please add a note below.

Team 1: [ ]  March - (mid) May 2022

Team 2: [ ]  (mid) May - July 2022

Notes:

**Are you able to attend an informal volunteer interview online?** We will contact you to arrange a suitable date and time. Please indicate any limitations on your time in the notes.

Notes:

**Why are you interested in participating and what skills and/or experience can you bring to the role?**

If you are applying for the social media ambassador, please tell us about your social media profile and the online platforms that you most frequently use.

|  |
| --- |
|  |

**Are there any particular activities or areas of work that you would like to complete or gain experience of?**

|  |
| --- |
|  |

Access

Craftspace welcomes applications from all sections of the community and will consider making reasonable adjustments to enable people to work effectively with us. Volunteering may involve some heavy lifting. If you have access needs please indicate your requirements.

|  |
| --- |
|  |

Referee

Please provide contact details of your most recent employer or education institution, or supervisor in a previous volunteering role.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Referee | Job Title | Address | Telephone/email |
|  |  |  |  |

Signature

|  |  |
| --- | --- |
| Signed: |  Date: |

Please send this form to: email **info@craftspace.co.uk**or post to Administrative Assistant, Craftspace, 15 Highgate Craft Centre, 8 Highgate Square, Birmingham, B12 0DU. Thank you.

Please also complete an equal opportunites monitoring form

[Follow link to complete online](https://forms.office.com/r/xTWwT4EEWw)

Expenses

Volunteers will be re-imbursed expenses incurred volunteering at sessions delivered for this project. Expenses that will be re-imbursed will be travel costs and subsistence (food and drink) within guidance which will be supplied to all volunteers in your volunteer agreement. We will offer re-imbursement for travel in and around Birmingham.

Volunteer Terms and Conditions 4600 Gifts 2022

* Volunteers must be 18 years old or over by 01.03.22 to apply.
* All volunteers are required to familiarise themselves with and follow the code of conduct which will be provided at breifing sessions.
* If you are invited to an interview and your application is accepted you will be required to sign a volunteer agreement, which will confirm your commitment to the allocated sessions and the terms of your enagement.
* Volunteers must be familiar with the Risk Assessment and the Safeguarding policy (this will be available at the volunteer brefing event and onsite at each event).
* Volunteers must read project information packs sent to them and attend a briefing session before volunteering.
* Volunteers must be responsible for their own belongings at events, they must follow health & safety guidance issued to them.
* Volunteers must follow Craftspace’s Code of Conduct – this will be available at the briefing, be attched to your volunteer agreement and at individual events.
* Volunteers may be required to undertake a DBS check.